

8 September 1997

Re: NEPA Technical Inquiry 0014 - Summary of NEPA CALL-IN Services

Dear NEPA Call-In User:

This letter is in response to your December 13, 1996, request for a briefing paper discussing the products and services offered by the NEPA CALL-IN service. You further stated this briefing paper will be used to educate potential NEPA CALL-IN customers on the products and services offered by NEPA CALL-IN.

NEPA CALL-IN is GSA's information clearinghouse and research service on issues related to compliance with the provisions of the National Environmental Policy Act (NEPA). NEPA CALL-IN is staffed by environmental professionals from the Dynamac Corporation, and is based on the "PRO-ACT" environmental information exchange successfully operated by Dynamac for the Air Force Center for Environmental Excellence (AFCEE) for the last four years. PRO-ACT has answered over 13,000 technical inquiries from Air Force civilian and military personnel since October 1992. PRO-ACT has helped Air Force personnel comply with federal, state and local environmental laws and regulations. The GSA project manager has initiated steps to discuss potential "partnering" opportunities with AFCEE. The period of performance for NEPA CALL-IN is from October 1, 1996, to September 30, 1997.

NEPA CALL-IN provides four basic types of products and services to GSA: 1) researching Technical Inquiries; 2) developing fact sheets, newsletters and other publications; 2) developing and maintaining an electronic Environmental Resource Library; and 4) conducting environmental training seminars and informational briefings.

1. Research Technical Inquiries (TIs). NEPA CALL-IN researches TIs on technical and regulatory issues pertaining to NEPA compliance from GSA personnel in the Central and Regional offices as well as current GSA contractors. NEPA CALL-IN users receive up to 40 hours of individual research. Each TI is fully developed, researched and disseminated verbally and in writing. NEPA CALL-IN staff will respond by phone or e-mail within five working days and will follow-up with a final, written response, within 14 working days. Responses are fully supported by citations from regulations, guidance documents, Executive Orders, and expert points of contact. There is no limit on the number of questions a user may ask and all services are fully funded by GSA and are free to the caller. Although rare, individual requests exceeding 40 hours must be submitted to GSA's Central Office for approval. All TIs are reviewed by the GSA project manager before they are sent to the customer.

2. Develop fact sheets, newsletters and other publications. This year, NEPA CALL-IN will develop 12 fact sheets and four newsletters on key issues of importance to GSA callers. Fact sheets will address such topics as new GSA procedures/guidance, regulatory changes, environmental technologies, compliance tools, and success stories of widespread interest to GSA regional offices for improving their NEPA compliance. Fact sheet topics are approved by the GSA project manager prior to the start of work. One fact sheet has been developed on "Wetlands Protection" (copy enclosed). Additional fact sheet topics under

development are summaries of the major environmental laws and "Brownfields" (which refers to the redevelopment of industrial or commercial property). The NEPA CALL-IN Quarterly Newsletter will include a listing of TIs from the previous quarter, summaries of interesting TIs pertinent to a wider audience, and recent rulings or other information useful to NEPA compliance. Fact sheets and newsletters will be mailed to GSA's Environmental Quality Advisory Group (EQAG) members and others designated by GSA. Fact sheets will be accessible in electronic form through the electronic Environmental Resource Library.

3. Develop and maintain an electronic Environmental Resource Library. NEPA CALL-IN has developed an electronic Environmental Resource Library (ERL) on GSA's World Wide Web server which is accessible through the Internet. The ERL includes Executive Orders, Federal environmental laws and their corresponding Federal Regulations, GSA Administrative Orders and Directives, and environmental policy and guidance manuals pertaining to NEPA. The ERL also contains electronic versions of NEPA CALL-IN fact sheets, newsletters, TIs, sample Scopes of Work, Sample Memorandums of Agreement, Sample Letters to the State Historic Preservation Officer on various topics, and a list of current Environmental Quality Advisory Group (EQAG) members.

4. Conduct environmental training seminars and informational briefings. NEPA CALL-IN staff may be asked by GSA to attend meetings or conferences to provide briefings on NEPA CALL-IN services to GSA regional offices or other interested parties.

The materials in this TI have been prepared for use by GSA employees and contractors and are made available at this site only to permit the general public to learn more about NEPA. The information is not intended to constitute legal advice or substitute for obtaining legal advice from an attorney licensed in your state and may or may not reflect the most current legal developments. Readers should also be aware that this response is based upon laws, regulations, and policies in place at the time it was prepared and that this response will not be updated to reflect changes to those laws, regulations and policies.

Sincerely,

(Original Signed)

NEPA Call-In Researcher